

AGENDA FOR MSAG MEETING - 13 May 1974

Old Business and Pending Items

STATINTL

Discuss meeting of Chairman and Co-chairman with [REDACTED]

- . Definition of MSAG role.
- . Clarification of responsibilities for various items discussed with Mr. Brownman.
- . MSAG Conference Room.

New Business

STATINTL

1. Parking lot utilization re car pool areas - [REDACTED]
2. Phone answering procedures - [REDACTED]
3. UBLIC - FEGLI Benefits summary [REDACTED]
4. Overtime compensation O/S - [REDACTED]
5. Staggered Office Hours - unassigned

STATINTL

TIME : 1430 - 1630

PLACE: Room 426, Chamber of Commerce Building

NOTE : You might give some thought to two other topics we need to consider:

1. What should be the content and format of Office reviews.
2. Particularly to longer tenure MSAG members you might draft a proposed memo to M&S careerists pointing out MSAG activities and soliciting input for topic areas to be considered.

STATINTL

Vin...

Here's a list of sample items that might be put on the Did You Know section of the bulletin board:

Did You Know...

1. That if you have a car pool of three or more people you can get a preferential parking spot in the Headquarters lot?
2. That, as of _____, the ~~parking~~ fine for illegally-parked cars at Headquarters will be \$50.00?
3. That the Agency is strongly emphasizing the need for personnel to be qualified in foreign languages, and that there is an incentive program to encourage people to do so? If you are designated for the program ~~and~~, you can earn \$400 - \$2400 for achieving proficiency in a language the Agency needs. () 25X1A
4. That there is a Management Advisory Group in each Directorate to which you can take any issue except a personal grievance for consideration by the Deputy Director (Vin: see the blurb I prepared earlier on this item)
5. That the allowance for shipping household effects..... (ask () about this one) 25X1A

25X1A

Back